



Self Service Quick Guide

SELF SERVICE FEATURES

Personal Information-

- ✓ Update your name, address, phone numbers, e-mail addresses, marital status, ethnic group(s), or emergency contacts.

Payroll & Compensation-

- ✓ View & print current or past paystubs (*back to 7/1/1999*)
- ✓ Update or add direct deposit accounts
You can have up to 5 accounts with either a dollar amount or a percentage of your paycheck.
- ✓ View your compensation history (*back to 7/1/1999*)
- ✓ Update your tax withholdings
- ✓ Request payroll to re-issue one of your W-2s.

Learning & Development-

- ✓ View your city training summary
- ✓ Request to be enrolled in a city class
- ✓ View the current status of your training requests
- ✓ Enter any professional training, education, honors/awards, languages, licenses/certs, and memberships you would like to have included in your profile.
If you enter this info here and save, it will pull over onto your City application & transfer applications. You only have to enter it once! ☺

Recruiting Activities-

- ✓ Apply for any City job openings
- ✓ Apply for a transfer

Logging In

1. Click on the Personal Data Management Icon  located on your screen.

2. Enter your USER ID and password. Click on the “Sign In” button.

3. Click on Self Service.

—OR—

1. From your desktop, click on the “Start” button (located in the bottom left hand corner of the screen).

2. Click on “All Programs” or “Programs” Or click directly onto “PeopleSoft HR & Payroll” (if you click on PeopleSoft HR & Payroll skip to step 4).

3. From Programs-Click on “PeopleSoft HR & Payroll.”

4. Click on “Personal Data Management.”



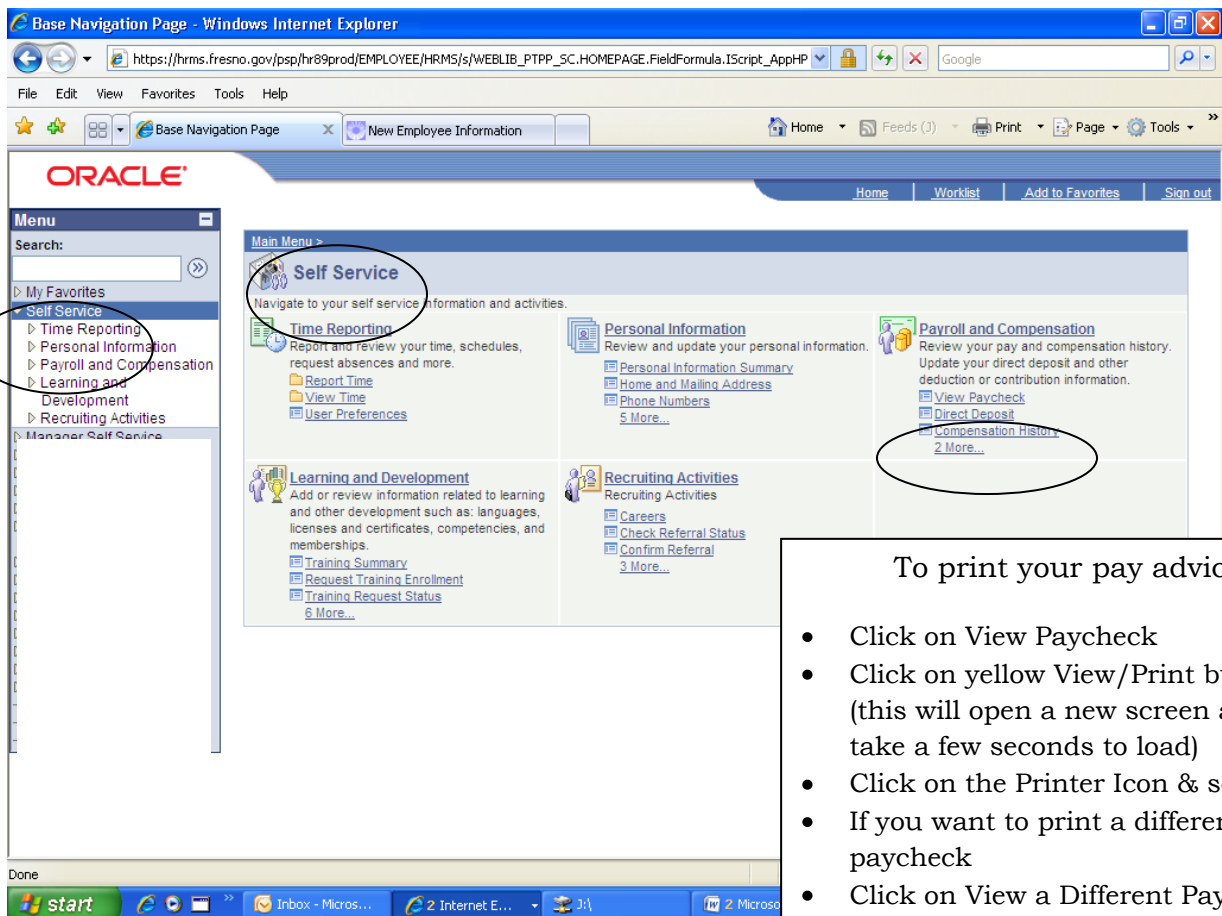
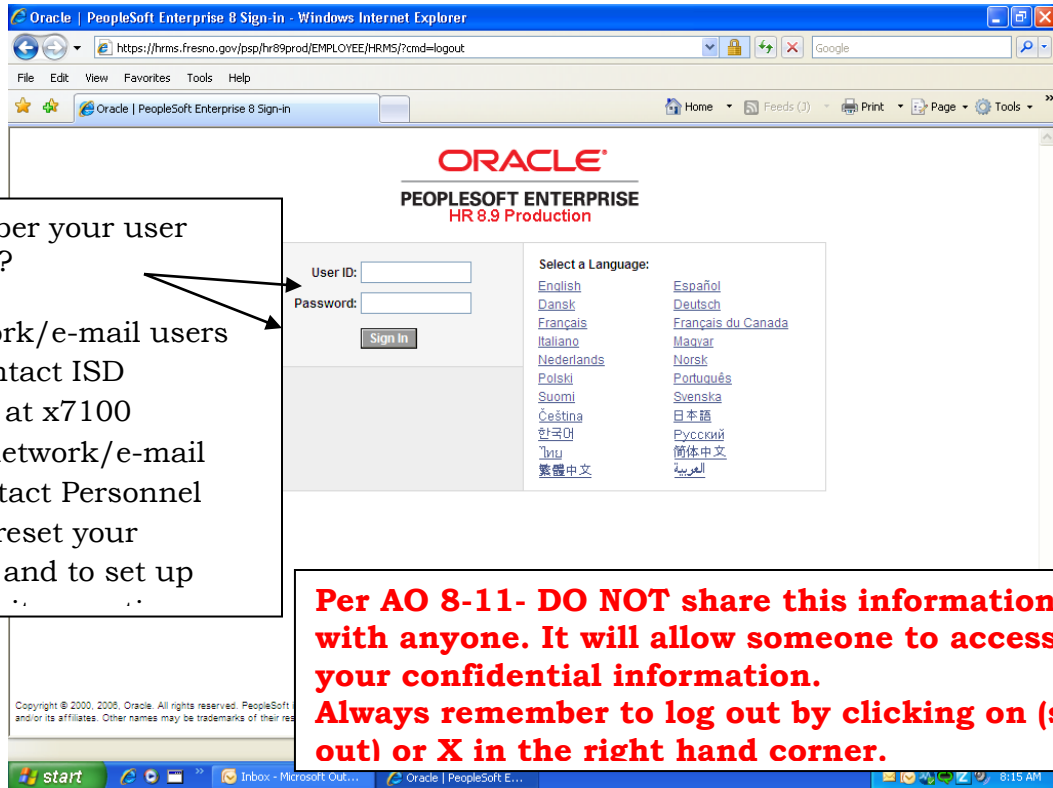


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5. Enter your USER ID and password. Click on the “Sign In” button.
6. Click on Self Service.



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How to enter my information into Learning & Development





Professional Training:

Here you will add any training you've completed outside of the City of Fresno or anything you've completed prior to online enrollment.

- To add a training, click on the Add a Professional Training Course button.
- Complete all of the required fields.
 - ✓ Course Name- Name of the course you completed.
 - ✓ Course Completion Date- Date you completed the course (ex- 12/31/2000).
 - ✓ School/Facility where course was taken- List the name of the School or the Facility you completed the course.
 - ✓ When you're finished, click the Submit button.
- You should get a Confirmation of your course submission, click the OK button.

Education:


This feature allows you to add all of your education.

- Click on Add a Degree.
- Enter your information into all of the required fields.
 - ✓ Degree- Click on the Spyglass  icon to pull up a list of Accomplishments (Degrees). Click on the Accomplishment title (ex- AS) to select it.
 - ✓ Major- Click on the Spyglass  icon to pull up a list of Majors to select one. Click on the Major Code (ex- 010101) next to the Major Description (Title) to select it.
 - ✓ Country- This defaults to USA, you will only need to change it if your degree is from outside of the USA. Click on the Spyglass  icon and select the Country.
 - ✓ School- Click on the Spyglass  icon to pull up a list of Schools. Click on the School Code (ex- AK000001) to select it.
 - ✓ If you do not see your school listed, click the Cancel button on the top of the list, and type your school name in the "Other" box.
 - ✓ Has This Degree Been Completed- This is where you will document if you have successfully completed the degree. Click the drop down box and select "Yes" or "No".
 - ✓ Date Acquired- This is where you will input the date you completed your degree (leave blank if you answered "No" to the answer above).
 - ✓ Click on the Save button to save this degree.
- You will be taken back to the main Education screen, where you can view all of the Education you've already entered or you can add more.

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Honors and Awards:

Use this feature to add any honors or awards you've received.

- Click on the Add an Honor/Award button.
- Enter your information into all of the required fields.
 - ✓ Honor or Award- Click on the Spyglass  icon to pull up the honor or award you wish to enter.
 - ✓ Presented by- Type the name of the Person/Facility that presented the award to you.
 - ✓ Issue Date- Enter the date you received the honor/award.
 - ✓ Click on the Save button to save this record.
- You will receive a submission confirmation, click on the OK button to move on.
- You will be taken back to the main Honor/Awards screen, where you can view all of the honors/awards you've already entered or you can add more.

Languages:



This is where you can enter any languages you read/write/speak.

- Click on the Add a Language button.
- Enter your information into all of the required fields.
 - ✓ Language- Click on the drop-down menu to select a language.
 - ✓ Speaking Proficiency- Click on the drop-down menu to select your proficiency (High, Moderate, Low).
 - ✓ Reading Proficiency- Click on the drop-down menu to select your proficiency (High, Moderate, Low).
 - ✓ Writing Proficiency- Click on the drop-down menu to select your proficiency (High, Moderate, Low).
 - ✓ Native Language- Click the drop-down menu to select "Yes" or "No".
 - ✓ Are you able to translate this into your native language- Click the drop-down menu to select "Yes" or "No".
 - ✓ Are you able to teach in this language- - Click the drop-down menu to select "Yes" or "No".
- Click on the Save button to save this record.
- You will be taken back to the main Languages screen, where you can view all of the Languages you've already entered or you can add more.

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Licenses and Certificates:

This is where you can enter any Licenses or Certifications you have.

- Click on the Add a License/Certificate button.
- Enter your information into all of the required fields.
 - ✓ License or Certificate- Click on the Spyglass  icon to pull up the list of Licenses of Certifications you can choose from. Click on the License or Cert Code (ex- DRVLIC) to select it.
 - ✓ Issue Date- Enter the date your license/certificate was issued.
 - ✓ Expiration Date- Enter the date your license/certificate is set to expire (if not applicable, leave blank).
 - ✓ License Number- License or Cert number (if not applicable, leave blank).
 - ✓ Issued By- Type the issuing authority (IE California DMV).
 - ✓ Country- Defaults to USA, if you need to change click on the spyglass and select correct country.
 - ✓ State/Province- Click on the Spyglass  to pull up a list of states, click state (ex-AA) to select.
 - ✓ Renewal in Progress- Defaults to “No”, click to change to “Yes” if you are having your renewal processed.
- Click on the Save button to save this record.
- You will receive a submission confirmation, click on the OK button to move on.
- You will be taken back to the main Licenses and Certificates screen, where you can view all of the Licenses or Certificates you’ve already entered or you can add more.

Memberships:

This is where you can enter any Memberships you have.

- Click on the Add a Membership button.
- Enter your information into all of the required fields.
 - ✓ Organization- Click on the Spyglass  icon to pull up the list of Organizations you can choose from. Click on the Organization code (ex- ACS) to select it.
 - ✓ Mandate / Activity- Type in the Mandate or Activity for your Membership.
 - ✓ Position/Role- Type in your position or role (IE President, Secretary).
 - ✓ Membership Date- Enter the date your membership started.
 - ✓ Begin Date- Enter the date your membership started.
 - ✓ End Date- Enter the date your membership will expire (leave blank if inapplicable).
- Click on the Save button to save this record.
- You will receive a submission confirmation, click on the OK button to move on.
- You will be taken back to the main Memberships screen, where you can view all of the Memberships you’ve already entered or you can add more.



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How to apply for a City job opening or for a transfer

1. If you do not have a City of Fresno e-mail address, OR if you *do* have a City of Fresno e-mail address, but prefer the correspondences to go to your personal email address, you will need to enter your personal e-mail address into Self Service. Complete steps #2-4.
If you have a City of Fresno e-mail address, AND would like the correspondences to go to your City of Fresno e-mail address, skip down to step # 5.
2. Click on Self Service> Personal Information> E-mail Address.
3. Click “Add an e-mail address”, select if it is a home address or other.
4. Enter your e-mail address and click on the “Save” button. Make sure you put a check-mark next to the e-mail address you prefer to receive correspondences regarding your application(s).
5. To apply for a City job opening or for a transfer, click on Self Service> Recruiting Activities> Careers.
6. Click on the position you are interested in applying for.
This will take you to the Job Posting page.
7. Click on the yellow “Apply Now” button.
8. Select the Resume option you want to use and click on the “Continue” button.
9. Click on the “Default eDevelopment Info” button. This will bring all of the information you entered into PeopleSoft in the Learning & Development section over to your application. Additionally, if you have already submitted an application(s) through PeopleSoft, this will also bring over all of the work experience you submitted from the previous application(s). Click the “Yes” button to proceed, the “No” button to abort.
10. Complete your application by clicking on the “Add” or “+” button in each section, enter all of the required fields and then either click on the “Done” button (this will return you to the main application page) or click on the “Add More” button (this will allow you to enter another such as an additional education or work history).

Note: Any information already entered into your education profile (Training, Licensure, Education, etc.) in Self Service will automatically pull over to your application once you have clicked on the “default eDevelopment Info” button in step 8, so you do not have to enter it twice.





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11. Make sure you save your application after each entry. In order to save, first you must complete the Supplemental Application Questionnaire at the bottom of the application and then click on the “Save” button which is located either on the very top or the very bottom of the application. A gray warning message will pop up letting you know your application has been saved, but not submitted to the City of Fresno. Click on the “OK” button. Then after each entry, you can simply just click on the “Save” button to save the progress of your application. The gray warning message should pop up each time you click on the “Save” button. If it does not, it means that you did not successfully save your application. A red message should be displayed giving you instructions on how to save.
12. To get back into a saved application, log in and click on Self Service> Recruiting Activities> Careers. On the top right-hand corner, click the “My Career Tools” link. In the “My Applications” box, click on the drop-down button to display applications from “All Applications.” This will bring up all your saved or submitted applications. Click on the application you want to finish completing. The Status should be “Not Applied.”
13. When you are finished with the application, please make sure you review your application, save it one last time, and then click on the “Submit” button to send it to the Personnel Services Department.
14. Once your application has been received by the Personnel Services Department, you will receive an e-mail confirmation. If you did not receive an email confirmation, please contact the Personnel Services Department.
15. Check your e-mail often; recruitments are only to your work email address you checked as in the “Personal Service.



as all correspondence for through e-mail. It will be sent address or to the e-mail your preferred e-mail address Information” section of Self

NEED HELP? Contact Us!

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